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MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Approval Authorities

REFERENCES : (a) [REDACTED], same subject

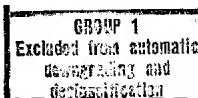
(b) Memo dtd 23 Dec 63 to Deputies fr DDCI,
subj: "Approval of Research and Development
Activities"

1. This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph 7.

2. The reference Regulation contains policy pertaining to the review and approval of budgets and programs, funds allocations to Agency components, guidance and instructions relating to approval authorities, and criteria regarding the reprogramming of allotted funds. Reference (b) establishes guidelines for the approval of research and development activities at the Deputy Director level and specifically authorizes Deputy Directors to approve research and development activities which do not, singly, exceed \$150,000.

3. As you know, other than research and development undertakings in the Offices of the Support Directorate sometimes, singly, exceed \$150,000. Neither the Regulation nor the memorandum (references (a) and (b)) establish specific monetary approval levels for non-research and development activities but it has been the accepted practice for the Deputy Director for Support to submit only those proposed commitments exceeding \$150,000 to the Deputy Director of Central Intelligence for approval.

4. For the most part, Support Directorate proposed commitments of a non-research and development nature which, singly, exceed \$150,000 are of a routine nature to the Office concerned, frequently recurring annually, i. e., large single procurements of standard equipment for the Office of Communications or replenishment of standard supplies and materiel for the Office of Logistics inventories. It is suggested that such proposed Support Directorate actions need

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not normally be submitted for the approval of the Deputy Director of Central Intelligence provided they have been included in the Office budget and program, have been reviewed by the Office of Budget, Program Analysis, and Manpower and have been approved by the Director of Central Intelligence.

5. The reference Regulation states: "Within the jurisdiction of the Executive Director-Comptroller and of each Deputy Director and Head of an Independent Office, the allocations made to major staffs, divisions, and offices are not ordinarily subject to redistribution." It recognizes, however, the occasional necessity for departure from the fixed plan to "align resources with changing requirements." The Regulation does not, however, establish monetary limitations within which Deputy Directors or Heads of Independent Offices may reprogram allotted funds without higher approval. It has been the practice in the Support Directorate to permit Office Heads to realign their allotted funds with changing requirements provided that any proposed undertaking does not involve policy considerations or suggest the desirability of prior considerations at the Deputy Director level. As a practical matter, funds allotments have not been transferred between Offices for reprogramming purposes except for end-of-fiscal-year adjustments in which cases the Director of Budget, Program Analysis, and Manpower reviews the proposed actions and issues allotment adjustment authorizations.

6. With regard to construction of buildings and facilities, it has been the accepted practice of the Deputy Director for Support to submit for approval to the Deputy Director of Central Intelligence proposed commitments involving funds in excess of \$150,000 and, also, proposed construction commitments of lesser magnitude when it was determined that such undertakings would be of significant interest to the Deputy Director of Central Intelligence.

7. Organizational changes occurring since the issuance of references (a) and (b) would suggest a review of the policies and principles expressed therein might be beneficial, particularly in clarifying and defining approval authorities. On my part I believe it to be appropriate to seek guidance on and a clear definition of my approval authorities in the utilization of Agency funds allotted to the Support Directorate. Toward this end it is recommended that, in consonance with the policies and principles expressed in the references, the Deputy Director for Support be authorized to:

a. Approve activities other than research and development involving funds not exceeding \$150,000 when such activities are not specifically included in DCI approved office budgets and programs.

b. Approve activities other than research and development regardless of financial magnitude when such activities are specifically included in DCI approved office budgets and programs.

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c. Approve construction activities involving funds not exceeding \$150,000.

d. Approve incremental reprogramming of funds within the Offices of the Support Directorate not exceeding a total of 10 per cent of an Office allotment.

e. Submit for approval of the DDCI any proposed commitment of funds for any purpose, regardless of magnitude, when such an undertaking is believed to be of significant interest to the DDCI.

R. L. Bannerman
Deputy Director
for Support

The recommendation contained in paragraph 7 is approved:

L. K. White
Executive Director-Comptroller

Date

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